

represents the head of department and is responsible for the functioning of the department.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. The department duty officer will:

(1) Carry out the functions of the head of the department in his/her absence.

(2) Make frequent inspections of departmental spaces to ensure physical security and good order and discipline.

(3) Make reports to the Command Duty Officer or the Executive Officer, as required.

(4) Perform other assigned duties.

c. ORGANIZATIONAL RELATIONSHIPS. The department duty officer will report to the Command Duty Officer for the functioning security, good order, and discipline of the department and to the head of the department for functional direction and assignment to watches. Members of the department will report to him/her as prescribed in the department organization plan.

360. DIVISION ORGANIZATION. The functional guides in this section are general and apply to a division officer and any assistants in all types of units. When developing departmental organization manuals, department heads should prepare supplementary guides for each division officer, setting forth the responsibilities and relationships for each assignment in the department. In smaller divisions, the functions of the division junior officer and division training assistant may be assigned to a petty officer or be assumed by the division officer. Figure 3-4 illustrates the basic organization of a division. The organization may be modified to meet the needs of particular divisions.

361. DIVISION OFFICER (DO)

a. BASIC FUNCTION. A division officer will be assigned by the Commanding Officer to command a division of the unit's organization.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. A division officer will:

(1) Be responsible, under the head of the department, for the duties assigned to the division and for the conduct of subordinates, following regulations and orders of the Commanding Officer and other superiors.

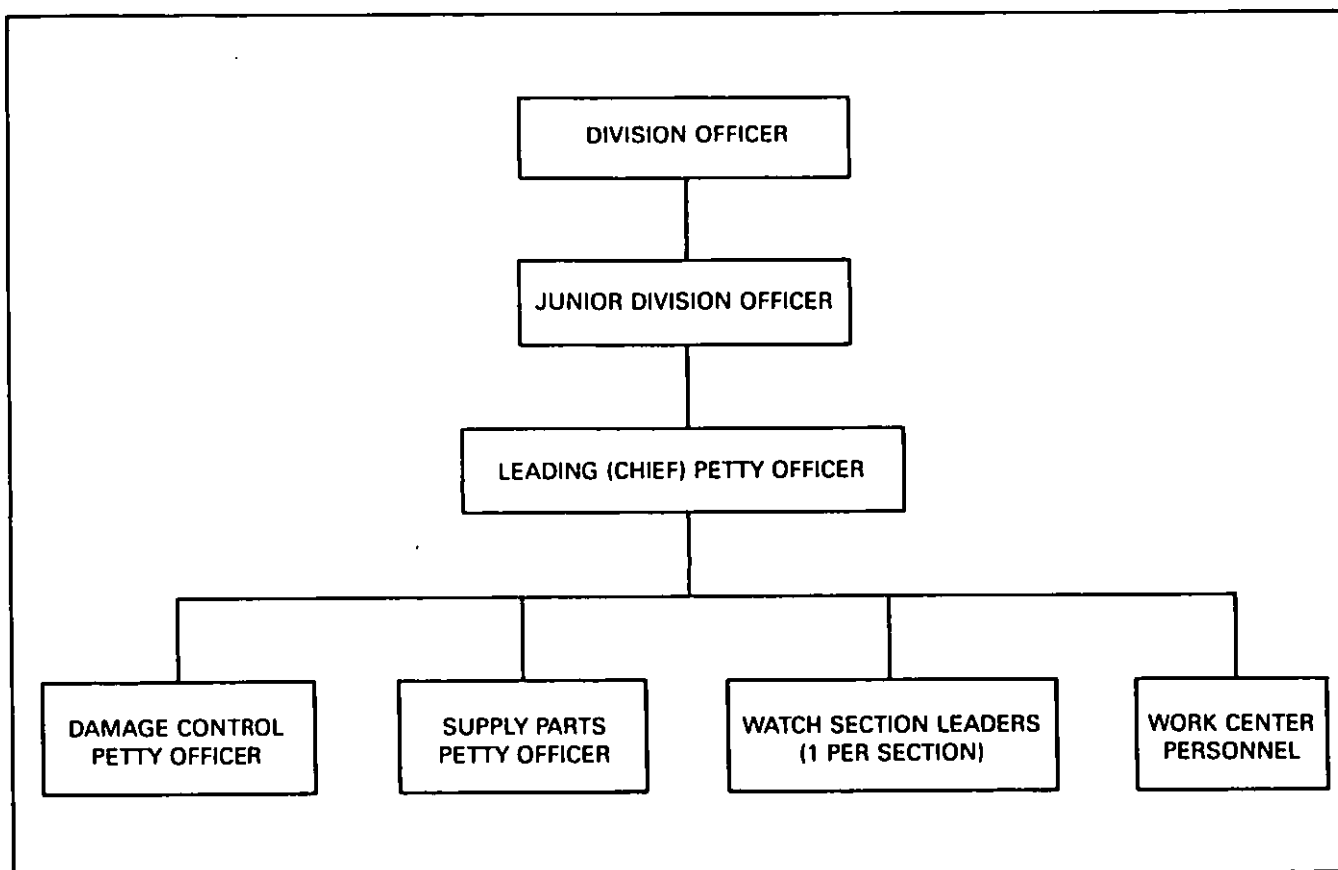


Figure 3-4. Typical Division Organization

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(2) Keep informed of the capabilities and needs of each subordinate, and within his/her authority, takes actions to maintain the efficiency of the division and welfare and morale of subordinates.

(3) Suppress improper language, unseemly noise and disturbances, encourage financial management, discourage indebtedness, alcohol abuse, and improper personal behavior, such as sexual harassment, and promote equal opportunity.

(4) Report to the Executive Officer, via the department head, infractions of regulations, orders, and instructions which warrant disciplinary action.

(5) By personal supervision and frequent inspection, ensure that spaces, equipment, and supplies assigned to the division are satisfactorily maintained.

(6) Promptly report to the department head repairs which may be required or other defects which need correction which he/she is unable to effect.

(7) Instruct subordinates in applicable safety precautions, and require strict observance.

(8) Maintain a copy of this instruction and other orders for the division, and ensure that the pertinent parts are posted where accessible to subordinates.

(9) Ensure optimum material readiness within the division.

(10) Administer PQS (if PQS has been implemented) within the division, and provide personnel with guidance and incentives for accomplishing PQS. Designate petty officers qualified to authenticate completion of individual PQS qualifications. (See Chapter 8).

(11) Direct the operation of the division through leading petty officers as prescribed in the division organization.

(12) Assign personnel to watches and duties within the division, and develop rotation programs for battle stations, watches, and general duties to ensure the training and proficiency of assigned personnel.

(13) Schedule and conduct training for division personnel. Division training should include indoctrination of new personnel, including review of member's Navy Goal Card;

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preparation for advancement in rating, including correspondence courses and personnel advancement requirement in both military and professional subjects; individual instruction and drills in unit duties; team training in operational requirements of the division; instruction in principles of effective leadership; and individual training through Defense Activity for Nontraditional Education Support (DANTES). The division officer will obtain guidance from the educational services officer.

(14) Initiate enlisted performance evaluation sheets for personnel of the division. (See NAVMILPERSMAN and BUPERSINST 1616.9A.)

- R) (15) Maintain a division notebook to include the Navy Goal Card and containing personal data, training data, a space and equipment responsibility log, the watch and battle stations to be manned, and other useful data for the orientation of relieving officer and for ready reference (Standard record forms - NAVPERS 1070/6, Division Officer's Personnel Record Form - which may be filed in a three-ring binder are available through the general supply system).

(16) Be responsible for all forms, reports, and correspondence originated or maintained by the division.

(17) Maintain a division organization manual and other directives necessary for division administration.

(18) Ensure that prescribed security measures are strictly observed by personnel of the division.

(19) Make recommendations for personnel transfers and changes in the division allowance to the department head.

(20) Forward requests for leave, liberty, and special privileges with recommendations.

(21) Conduct periodic inspections, exercises, and musters to evaluate performance and discipline in the division. Initiate appropriate disciplinary and administrative action following UCMJ and other regulatory directives.

(22) Cooperate with other division officers in the department, and recommend improvements in departmental policies and procedures to the department head.

(23) Supervise the performance of the work centers within the division in carrying out the shipboard maintenance and material management system.

(24) Ensure damage control equipment, fittings, and checkoff list, in assigned spaces are in proper working condition and properly labeled.

(25) Ensure only authorized personnel operate electrical and electronic equipment under proper supervision.

(26) Frequently inspect assigned spaces and work centers and remove unauthorized or unsafe electrical equipment.

(27) Maintain records of personnel receiving electrical safety training as required by this article.

(28) Approve or disapprove and maintain records of individual requests to have personally owned electric/electronic equipment on board. Equipment must be inspected and found safe before approval by the division officer.

(29) Maintain a list of portable electrical equipment under his/her cognizance.

(30) Administer the Divisional Retention Program.

(31) Supervise the division damage control (safety) petty officer in safety matters.

c. ORGANIZATIONAL RELATIONSHIPS. The division officer will report to the department head regarding assigned duties. The following personnel will report to the division officer:

(1) The junior division officer regarding assigned duties.

(2) Warrant officers, when so assigned, for the performance of their duties as technical or material assistants.

(3) The leading chief petty officer or petty officer, for the daily operations in the division.

362. JUNIOR DIVISION OFFICER (JDO)

a. BASIC FUNCTION. The junior division officer will assist the division officer in coordinating and administering the division and develops a thorough understanding of the functions, directives, and equipment of the division in preparation for division officer duties.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY. Contingent upon the division organization, the junior division officer will:

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(1) Supervise preparation and maintenance of watch, quarter, and station bills and other bills needed to operate the division.

(2) Aid in formulating and implementing policies and procedures within the division.

(3) Supervise the division in its daily routine, and conduct inspections to ensure division functions are properly executed.

(4) Aid in administering discipline within the division.

(5) Evaluate individual performances of division personnel with the assistance of the leading division petty officers and recommend periodic marks to the division officer.

R) (6) Provide guidance to division personnel utilizing the Navy Goal Card Program.

(7) Ensure maintenance of routine logs and records and preparation of required reports.

(8) Act as division officer in the absence of the regularly assigned division officer.

(9) Perform other duties assigned by the division officer.

(10) Assist the division officer in the administration of the Divisional Retention Program.

c. ORGANIZATIONAL RELATIONSHIPS. The junior division officer will report to the division officer. Personnel will report to the junior division officer as designated in the division organization.

363. DIVISION TRAINING ASSISTANT

a. GENERAL DUTIES. The training assistant, normally the junior division officer, will aid the division officer in administering training within the division and incorporates the program into departmental and unit-wide training programs.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Assist the division officer in planning, developing, and coordinating the division training program within departmental and unit training objectives.

(2) Develop monthly division training schedules, and obtain the training space and material to support these schedules.

(3) Train instructors within the division.

(4) Supervise preparation of training materials, and reviews curricula, courses, and lesson plans prepared within the division.

(5) Obtain, maintain custody of, and issue training aids and devices.

(6) Supervise the preparation, administration, and correction of tests in personnel advancement requirements (PARs) within the division and, in conjunction with the unit training officer, arrange for examinations and advancement in rating.

(7) Observe instructions given at drills, on watch, on stations, and in classrooms and make recommendations as appropriate.

(8) Maintain training records and prepare required reports.

(9) Keep personnel informed of PQS and training progress, using graphs, charts, and similar means.

(10) Submit requests for scheduling drills and exercises through the division officer.

(11) Initiate requisitions for division training supplies and materials.

(12) Supervise the administration of POS (if PQS has been implemented) within the division, and provide guidance for PQS accomplishment.

(13) Inform division personnel of available fleet and service schools, and encourage their use.

(14) Advise division personnel on Navy and DANTES correspondence courses and aid them in applying for courses.

(15) Consult with the department training officer and the unit training officer in training matters affecting the division.

(16) Aid the division officer in all other training functions.

c. ORGANIZATIONAL RELATIONSHIPS. The division training assistant will report to the division officer. Enlisted personnel assigned will report to the division training assistant.

364. DIVISION LEADING (CHIEF) PETTY OFFICER (LPO)

a. BASIC FUNCTIONS. The chief petty officer or petty officer designated by the division officer as the leading petty officer normally will be the senior chief petty officer or petty officer in the division. The leading petty officer will assist the division officer in administering, supervising, and training division personnel.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Assist the division officer in preparing watch and liberty lists for division personnel.

(2) Assist in assigning personnel in cleaning stations, and supervising assigned petty officers in their cleaning duties.

(3) Prepare, for submission to the division officer, requisitions required to maintain allowances.

(4) Assist in training and PQS qualification of division personnel.

(5) Under the supervision of the division officer, assign tasks and generally supervise the division section leaders.

(6) Supervise the division damage control petty officer in his/her duties.

(7) Perform other duties as assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The division leading petty officer will report to the junior division officer. The work center supervisor will report to the division leading petty officer.

365. DIVISION DAMAGE CONTROL PETTY OFFICER (DCPO)

a. BASIC FUNCTION. The division damage control petty officer will be responsible, under the division leading petty officer, for damage control functions of the division and related matters.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Know all phases of the ship's damage control organization and procedures.

(2) Assist in instructing division personnel in damage control, fire fighting, and NBC defense procedures.

(3) Ensure preparation and maintenance of damage control check-off lists for the division's spaces.

(4) Supervise setting of specified material conditions within division spaces, and make reports as required.

(5) Ensure completion of all required PMS for damage control in accordance with OPNAVINST 4790.4B (NOTAL).

(6) Act as division safety petty officer and ensure safety precautions and danger signs are posted in required division spaces.

(7) Assist the division officer in inspecting divisional spaces for cleanliness and preservation.

(8) Perform other duties assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The division damage control petty officer will report to the work center supervisor. Division personnel assigned to damage control duties will report to the division damage control petty officer.

366. WORK CENTER SUPERVISOR (WCS) (OTHER THAN AVIATION UNITS)

a. BASIC FUNCTION. The work center supervisor will be the senior petty officer in charge of a maintenance group and will be responsible to the department head, via the division officer, for 3-M system operation within the work center.

b. DUTIES, RESPONSIBILITIES, AND AUTHORITY

(1) Be trained in the 3-M system.

(2) Have a working knowledge of all provisions in Chapters 1, 2, and 3 of the 3-M Manual (OPNAVINST 4790.4B (NOTAL)).

(3) Be thoroughly acquainted with all instructions pertaining to the 3-M system.

(4) Screen and sign documents prepared by personnel in the work center following OPNAVINST 4790.4B (NOTAL).

(5) Provide 3-M instruction for newly assigned personnel within the maintenance group.

(6) Be aware of and disseminate to personnel in the work center all new developments in the 3-M system.

(7) Ensure that personnel in the work center comply with requirements of the 3-M system and with applicable environmental protection laws and regulations.

(8) Prepare the PMS weekly work center schedule.

(9) Periodically inspect 3-M software and hardware for legibility and completeness.

(10) Review Maintenance Requirements Cards (MRCs) and submit discrepancies by PMS Feedback Report (OPNAV 4790/7B) following OPNAVINST 4790.4B (NOTAL).

(11) Screen all documents for accuracy and legibility prior to submission to the department 3-M assistant.

(12) Advise the department head and division officer concerning inability to complete scheduled maintenance and any other problems involving 3-M operation.

(13) Ensure that the status of work center maintenance is correctly reflected on the departmental maintenance control board.

(14) Assign personnel to perform PMS actions and check that they are done following the MRCs.

(15) Ensure that all corrective maintenance actions are properly documented.

(16) Require all personnel assigned to the work center to:

(a) Be familiar with the weekly work center schedule, MRCs, Tag Guide Lists (TGL), Equipment Guide Lists (EGL), and other necessary documentation following OPNAVINST 4790.4B (NOTAL).

(b) Carry out assigned maintenance responsibilities under PMS.

- (c) Document all corrective maintenance actions.
- (d) Record completion of preventive maintenance actions on the weekly work center schedule.
- (e) Record any discrepancy noted or identified as deferred maintenance requirement for future accomplishment.
- (f) Inform the work center supervisor of inability to complete scheduled maintenance and any other problems in 3-M operation.
- (g) Perform other duties assigned.

c. ORGANIZATIONAL RELATIONSHIPS. The work center supervisor will report to the leading petty officer and the department 3-M assistant. All personnel assigned to the work center will report to the work center supervisor.

d. Work center supervisors in aviation units should refer to OPNAVINST 4790.2E (NOTAL) for additional duties unique to aviation.

370. MARINE DETACHMENTS AFLOAT

a. APPROPRIATE DUTIES

(1) The primary duty of Marine detachments afloat is the security of weapons per OPNAVINST C8126.1 (NOTAL). Operational and administrative control of Marine detachments afloat is vested in the Commanding Officer of the ship.

(2) Performing the duties as listed below, provided assignment to these duties does not degrade the Marine detachment's capability to perform its primary mission and they do not preclude the Marine detachment from sharing equitably in the ship's liberty program.

(a) Gun crews.

(b) Ceremonial duties, shore patrol, mess duty, laundry duty, mail handling, and working parties which are assigned on a pro rata basis to the entire ship's company.

b. INAPPROPRIATE DUTIES

(1) Performing duties as orderlies aboard Navy Ships.

(2) Performing in any supervisory position involved in administration of the ship's brig.